

**ROUTING AND RECORD SHEET**

**SUBJECT:** (Optional) OMS Suggested Topics for Directorate of Administration  
Office Directors Conference (U)

**FROM:** Executive Officer,  
Office of Medical Services  
Room 1D4061 Headquarters

EXTENSION

NO.

DATE

18 August 1981

STAT

**TO:** (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

**COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Officer, DDA  
Room 7D-18 Headquarters

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**CONFIDENTIAL**FD-101  
81-1688/4

18 August 1981

MEMORANDUM FOR: Executive Officer, DDA

FROM: [REDACTED]

Executive Officer,  
Office of Medical ServicesSUBJECT: OMS Suggested Topics for Directorate of  
Administration Office Directors  
Conference [REDACTED]REFERENCE: ExO/DDA Memo to D/MS dtd 11 Aug 81, Subject:  
Directorate of Administration Office  
Directors Conference (DD/A 81-1688) [REDACTED]This memorandum is to confirm our telephone conversation  
of 17 August 1981. The following represents the D/MS suggested  
topics for the 1 October Conference [REDACTED]Agency Alcohol Program [REDACTED]  
Agency Recruitment Efforts [REDACTED]

Agency Occupational Health and Safety Program [REDACTED]

Note that all these topics apply to all Directorates and in  
one case another Agency. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**CONFIDENTIAL**

**CONFIDENTIAL**

DDA 108-137  
81-1688/4

18 August 1981

MEMORANDUM FOR: Executive Officer, DDA

FROM:

Executive Officer,  
Office of Medical Services

SUBJECT: OMS Suggested Topics for Directorate of  
Administration Office Directors  
Conference

REFERENCE: ExO/DDA Memo to D/MS dtd 11 Aug 81, Subject:  
Directorate of Administration Office  
Directors Conference (DD/A 81-1688)

This memorandum is to confirm our telephone conversation  
of 17 August 1981. The following represents the D/MS suggested  
topics for the 1 October Conference

Agency Alcohol Program  
Agency Recruitment Efforts

Agency Occupational Health and Safety Program

Note that all these topics apply to all Directorates and in  
one case another Agency.

Signed

**CONFIDENTIAL**